DEPARTMENT OF HEALTH SERVICES
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February 23, 2001

To: Interested Parties

Subject: Long Term Care Integration Development Grant Request for Application
           Questions and Answers from the Applicant's Conference

The Applicant's Conference for the Long Term Care Integration Development Grant

Request for Applications was held February 13, 2001 in Sacramento. A copy of the

Questions and Answers is enclosed for your information. These answers supersede

any verbal responses provided at the Applicant's Conference.

Again, telephone calls or written correspondence for technical assistance or further

clarification of the Request for Applications will no longer be accepted.

Sincerely,

Carol A. Freels
Acting Chief
Office of Long Term Care

Enclosures

Applicant's Conference

Questions & Answers

Development Grant

Question	What specific language does the BOS letter have to include?
Answer	The BOS must certify that the county intends to move forward with implementing full LTCI. That is, a program that provides capitated full continuum of integrated medical, social, and supportive services to the LTCI eligible population.
Question	Does the submission of an application for a development grant require a final commitment from the LOG/BOS to LTCI?
Answer	A clear statement of commitment to implementing LTCI is required, but the final commitment only occurs when a contract to start up a plan is signed.
Question	Please define planning vs. development vs. implementation.
Answer	Planning is the initial stage of discovering and learning what a full continuum of integrated medical, social and supportive services would require in the service area. Development is the detail and definition stage that would result in a completed detailed administrative action plan. Implementation is the action stage to implement the detailed administrative action plan and to begin start-up of a LTCI project.

Development Grant, Continued

Question	May a county apply for both a development and a planning grant concurrently?
Answer	All grants will be awarded based on the scoring criteria. Up to four development grants will be awarded and funded before the planning grants will be awarded. Applicants applying for both, who may not have received a score high enough to be awarded a development grant will be awarded a planning grant, if they applied and qualified for the planning grant.
Question	Does an applicant have to submit separate applications to apply for both grants?
Answer	Yes, separate applications are required for each grant process.
Question	Can an applicant rework a development grant application for a planning grant if they are not awarded a development grant?
Answer	No.
Question	Based on the page limits given, are applicants expected to complete an 80 to 95 page narrative?
Answer	All page limits given are for the maximum number of pages allowed. Applications may be shorter.

Development Grant, Continued

Question	Explain/Describe the requested chart of upward and downward reporting relationships with regard to the LTCI agency and the governance structure.
Answer	A relational chart depicts upward/downward relationships among the individuals within the organization who are responsible for specific areas or accountable for certain functions within the agency. In addition to showing reporting relationships, it displays the responsibilities and connections among the individuals within the organization. Please see the attached example.
Question	What level of depth/commitment is required in the descriptions of each phase of the development grant application?
Answer	Each phase must be described fully. It is recognized that the current description for full LTCI may be revised as experience is gained through the implementation steps.

Development Grant, Continued

Question   Is the emphasis of detailing phases limited to what can be accomplished with the current year grant money?

Answer   No.

The development grant is designed to elicit: (1) the overall "envisioned integrated system" of the proposed LTCI plan and how it will progress to full continuum long term care integration, and (2) the goals and objectives to be achieved during the current grant year. Sections J through P request information about the different of the envisioned system to be accomplished that may be in phases over a period of time that is likely to exceed the one-year grant period. The phases must ultimately lead to full continuum, at-risk LTCI. Sections Q through S require a description of the goals and objectives specific to LTCI development during the 2001/02 grant period.

It is important to respond to all requirements of each element completely and concisely. Concentrating on the activities to be accomplished in the current grant period and not fully describing the expected phases leading to the overall LTCI vision would be a partial response to the application and consequently, the proposal may not receive a passing score.

Question   What is the distinction between a goal and objective on Exhibits B and BB?

Answer   A goal is the intended destination, e.g., a list of services to be integrated. An objective is an activity that furthers movement toward the goal, e.g., exploring all available services and deciding which will be integrated.

Development Grant, Continued

Question	How are the goals and objectives evaluated?

Answer	The goals and objectives must be consistent with LTCI and advance the future implementation of a full continuum LTCI pilot project. The activities in the scope of work should lead toward achieving the goals and objectives. The evaluation of the goals and objectives should enable the LOG to determine that the activities and measurable outcomes are achievable and realistic and support the effort of implementing full continuum LTCI.

Question	What is the preferred format for the timeline?

Answer	A Gantt chart format is acceptable. Please see the attached example.